

Laffoon, Susan

From: Willis, Vivian
Sent: Monday, July 28, 1997 1:22 PM
To: Laffoon, Susan
Cc: Cravotta, Tom; Jackson, Norman; Thomas, Woody; Taylor, Barbara; Swain, James; Shelton, Janet
Subject: RE: LIMS Team Laboratory Survey

Hi Susan,

I apology for not getting back with you sooner. The names you have listed below are fine, except for Jim Sherron, he is on special assignment and probably not be available. Please replace Jims name with Norman Jackson. All of our flavor lab are considered confidential lab because of the flavors and should not have visitors without a flavor technology person. If we know when you are coming we will arrange for the key people for the labs to be available. If I am not around, feel free to contact Jim Pflueger for assistance. He is on vacation this week.

I'm sending a copy of this note to each of responsible people of the labs. Feel free to contact any of them.

From: Laffoon, Susan
Sent: Thursday, July 24, 1997 12:39 PM
To: Willis, Vivian
Subject: LIMS Team Laboratory Survey

Vivian,

Since I haven't been able to talk to you, I will try to explain what I need. I am a member of the Laboratory Information Management System (LIMS) Team. We were chartered in March by the QTP Team. Our deliverable is to recommend an electronic data management system for a pilot lab in ARD. The system that we select must be capable of being expanded for use throughout the research directorate and ultimately R&D. One step in our process was to survey and prepare a list of all R&D labs, their instrumentation and contact persons for each lab. This information is needed by the team and our consultant in order to set up focus groups which will aid us in determining the needs/restrictions of each lab and the lab's customers. I am in charge of PTL and the labs on 3rd floor OC. I have obtained the following information on the Flavor Labs in your group:

Location	Contact Person(s)	Consultant Tour (Y/N)
OC/4319	Janet Shelton	?
OC/4334	James Swain	?
OC/4336	Barbara Taylor, Karen Deane	?
OC/4337	Woody Thomas	?
OC/4339	<u>Jim Sherron</u> , <u>Norman Jackson</u>	?
OC/4340	Tom Cravotta	?

I just need for you to verify that theses would be the contact persons for your labs.

Our consultant, Martin Goffman, will be touring most of the labs in ARD and PTL, because of the variety of analytical instruments, sample logging, reporting processes, etc. Some of the labs in PRD will not be toured because of the confidential nature of the work. I need to indicate on my listing whether your labs can be toured, if necessary.

If you have any questions please call (2426) or email me. Thanks for your help.

Susan Laffoon